



March 5, 2009

To: Partners in Child Abuse and Neglect Prevention

From: Sylvia Brown Jones, Children's Trust Fund

Re: Volunteer Reviewers Requested for the *CTF Direct Services* Request For Proposals (RFP)

The Children's Trust Fund is recruiting grant reviewers to evaluate upcoming direct service proposals for FY2010–FY2012 funding. We are seeking at least 30 review volunteers. Reviewers will be assigned 3-4 applications each, depending upon the number of proposals received. The intent of this funding is to expand primary and secondary prevention services and/or fund new services throughout Michigan.

Review and evaluation materials will be passed out on April 2, 2009, at the Pre-rating Reviewer Instructions session to be held at the Lansing OPD Training Center, 7109 W. Saginaw Highway, Lansing, MI 48917. An in-person group review will be held on May 4, 2009 from 9:00am to 4:00pm (although the group scoring usually does not require the full day). This review will take place at the Lansing Community College West Campus, 5708 Cornerstone Dr., Lansing, MI 48917. A complimentary Deluxe Deli Buffet Lunch will be served and mileage will be reimbursed at the standard state rate (\$0.0399/mile). **In order to participate in the review, you must be able to attend both sessions.**

The Children's Trust Fund uses the Electronic Grants Administration and Management system (EGrAMS) for the RFP application and review process. As a reviewer, you will be required to register and review your assigned applications online in EGrAMS at <http://egramms-mi.com/ctf>. The deadline for the bidders to submit their application is April 8, 2009 by 3:00 pm. Reviewers will be able to access their assigned applications by April 9<sup>th</sup>. *Please be sure to review and score the RFP before May 4th and bring all of the review materials with you.*

If interested, please complete the Rater Response Section below. **Completed forms should be faxed or mailed to the Children's Trust Fund, Attn: Sylvia Brown Jones, Michigan Department of Human Services, Children's Trust Fund, Grand Tower Suite 1411, PO Box 3007, Lansing, MI 48909-7537, (fax) 517-241-7038.** To avoid conflict of interest, please do not agree to review if you are involved with a grant proposal. For questions or further information, please contact me at 517-241-7792 or [brown-jones@michigan.gov](mailto:brown-jones@michigan.gov).

Thank you.

Rater Response Section Must be Completed	
What is Your Current Profession?	
Are You Familiar with EGrAMS?	Yes <input type="checkbox"/> No <input type="checkbox"/>
Have You Previously performed a CTF RFP Rating?	Yes <input type="checkbox"/> No <input type="checkbox"/>
Are you familiar with CBCAP evaluations (Evidence Based/Evidence Informed)?	Yes <input type="checkbox"/> No <input type="checkbox"/>
Yes <input type="checkbox"/> I will review the direct service proposals, and I can attend the April 2 <sup>nd</sup> & May 4 <sup>th</sup> sessions.	
No <input type="checkbox"/> I am not available to review at this time, but would like to be contacted for future grant reviews.	
No <input type="checkbox"/> I am not available to review, please delete me from your mailing list.	
Name:	
Organization (If applicable):	
Address:	
Phone: ( )	
E-mail:	
Special Dietary or Accommodation Requests:	